



What does the law cover?

1. Hiring / firing / layoffs—
"Can I insist that all my employees follow a company dress code?"
2. Wages / job duties—
"Can I require my employees to speak English on the job?"
3. Hostile work environment—
"One of my employees claims she's being harassed by her supervisor. Am I responsible?"
4. Retaliation—
"Can I get rid of an employee who complains a lot?"

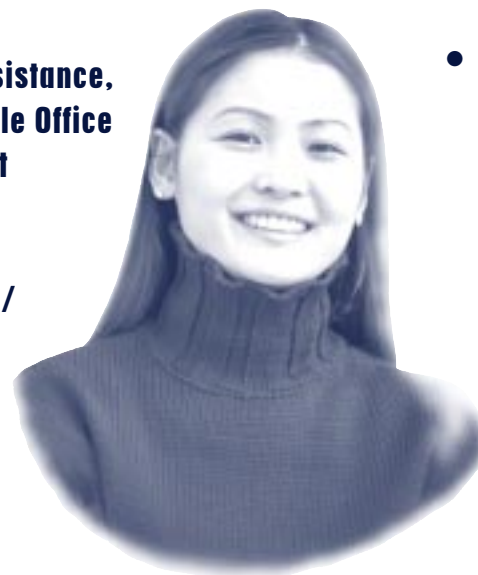
(Answers on the far right flap)

Treat your employees fairly. It reduces employee turnover and improves morale.

Avoid the five most common workplace mistakes

- Favoritism in hiring.
- Treating employees unequally, especially in areas such as overtime, promotions and assignments.
- Harassment, including sexual harassment.
- Failure to accommodate someone with a disability.
- Retaliation against an employee who has complained about discrimination.
Retaliation — such as changing employees' shifts or reducing their hours — is illegal under federal and local laws.

For technical assistance, contact the Seattle Office for Civil Rights at 206-684-4500, or visit us at www.seattle.gov/civilrights.



Ensure a discrimination-free workplace!

- Develop anti-discrimination policies and procedures for your business.
- Make sure ALL your employees and supervisors know and understand your policies, as well as know whom to contact about a problem.
- Distribute and post your policies where everyone can read them.
- Take all workplace complaints seriously. Any conflict is serious if it undermines morale.
- Document all personnel decisions and actions, and maintain complete personnel records.
- If someone files a charge of illegal discrimination, do NOT retaliate.

Fair employment laws also cover advertising, training, discipline, and workplace retaliation.

Answers: What does the law cover?

- 1 Yes, but employers must accommodate employees' religious practices.
- 2 Not on that basis alone.
A position may require English if it's an essential part of the job. People should be free to speak other languages on personal time.
- 3 It depends on the circumstances. In general, employers are responsible for situations that they know (or should have known) about.
- 4 Not if an employee has complained to you about possible discrimination, or if s/he has contacted an enforcement agency.

These answers are only examples. For more detailed information, contact the Seattle Office for Civil Rights at 206-684-4500.